KSU KNEA-SP Officer Descriptions

President:
• Delegate authority
• Set goals for chapter
• Lead meetings with pre-planned agenda
• Communicate with advisors and officers- sending out meeting reminders
• Contact speakers in advance to secure dates
• Write 1 article for the KNEA-SP newsletter and website
• Organize and presents portfolio for the Chapter Excellence Award
• Attend all officer and general meetings
• Keep an updated list of KNEA-SP volunteers & officers
• Sign professional meeting verification slips at general meetings

President Elect:
• Represent the President during absences
• Assume the role of President in the next election*
• Support the President’s actions and decisions for the organization
• Organize and conducts elections for the organization
• Communicate with advisors, officers, and members
• Aide President in putting together the portfolio for the Chapter Excellence Award
• Attend all officer and general meetings with an updated report on duties
• Sign professional meeting verification slips at general meetings
• Write 1 article for the KNEA-SP newsletter and website

Secretary:
• Keep and report all official minutes at each officer and general meeting
• Keep record of attendance at general meetings, as well as officer attendance at officer meetings
• E-mail officer meeting minutes to all officers
• Send general meeting minutes to the Webmaster to post on the KSU KNEA-SP website
• Write and send thank-you notes and correspondence
• Aide President in putting together the portfolio for the Chapter Excellence Award
• Attend all general meetings

Treasurer/T-Shirt Chair:
• Prepare and report on budget and balance at every officer meeting
• Pay bills and expenses
• Make deposits
• Work with faculty advisor on accounting
• Reimburse officers who have purchased supplies for KSU KNEA-SP events
• Aide President in putting together the portfolio for the Chapter Excellence Award
• Attend all officer meetings with an updated report on duties
• Attend all general meetings
• Design or recruit somebody to determine choices(3) t-shirt designs for officers to vote on at a first officer meeting. Get t-shirts ordered and distributed.

Education Council Representative:
• Attend all Education Council meetings every other week
• Announce KNEA-SP meetings and events at Education Council meetings
• Report updated information from Education Council meetings at KNEA-SP officer meetings
• Prepare the KNEA-SP Budget Request form for Education Council
• Work with Open House Committee to organize KNEA participation
• Attend all officer meetings with an updated report on duties
• Attend all general meetings

Social Chair:
• Arrange for food and/or beverages at selected general meetings
• Obtain or account for raffle tickets and prizes (at least one prize per meeting)
• Conduct raffle at general meetings
• Keep raffle tickets from general meetings for the final drawing
• Greet members as they enter and leave general meetings- helping them enter the raffle
• Work with Education Council Representative and Membership Chair to help Open House Committee
• Attend all officer meetings with an updated report on duties
• Attend all general meetings

Membership Chair:
• Organize two KNEA-SP membership drives, one per semester- identifying dates and ways and those to hand-out information
• Keep record of current membership numbers for our chapter, updating on KSOL
• Speak in education classes about membership and coordinate for others to help speak
• Provide KNEA-SP brochures and other information
• Be knowledgeable about KNEA-SP membership benefits
• Bring membership forms to all general KNEA-SP meetings
• Work with Open House Chair to have membership information available
• Attend all officer meetings with an updated report on duties
• Attend all general meetings and give an idea to members on how they can be involved

Public Relations Chair:
• Make and post general KNEA-SP meeting fliers at least a full week before the meeting- before putting them up make sure to get them stamped by Pam Monroe in the Dean’s office on ground floor of Bluemont Hall.
• Update the KNEA-SP bulletin board
• Organize the chalking of the sidewalks around campus about upcoming general meetings
• Organize volunteers to chalk the sidewalks around campus to promote KNEA-SP meetings and events
• Attend all officer meetings with an updated report on duties
• Attend all general meetings

*We are aware that circumstances change. This is not a contract, but a strong suggestion to create an easier transition of leadership.
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Newsletter Chair:
- Design the chapter newsletter to distribute at all general meetings
- Communicate with President and Vice President to obtain information for the newsletter
- Send newsletter to President and advisor(s) for approval at least four days prior to the meeting
- Print the appropriate number of newsletters for each general meeting or upload online
- Hand out newsletters and greet members and as they enter and leave general meetings
- Attend all officer meetings with an updated report on duties
- Attend all general meetings

Webmaster/Social Media:
- Maintain a professional website and Facebook Page for KSU KNEA-SP
- Maintain a professional Twitter account @KStateKNEASP
- Update KSU website with monthly information and announcements via Mary Hammel
- Post general meeting minutes every month
- Remove old and irrelevant information from the website
- Publish changes to the website in a timely fashion
- Attend all officer meetings with an updated report on duties
- Attend all general meetings

Historian:
- Takes pictures at all meetings and events (speakers, volunteer events, etc.)
- In the case of an absence from any KSU KNEA-SP events, finds replacement officer to take pictures of the event
- Compile the pictures into a professional multimedia representation that will be displayed at future meetings and events
- Organizes scrapbook for chapter
- Provide the Webmaster with pictures to put on the website through the Google account kneaksu@gmail.com
- Attend all officer meetings with an updated report on duties
- Attend all general meetings

Open House Committee Chair:
- Committee consists of Open House Chair, Education Council Representative, Social Chair, and Membership Chair
- Develop and organize the KNEA-SP activity booth for Open House
- Recruit volunteers to help out with the KNEA-SP activity booth
- Create a volunteer schedule for the entire day
- Communicate with volunteers
- Sign volunteer verification slips
- Attend all officer meetings with an updated report on duties
- Attend all general meetings

Secondary Representative:
- Seek opportunities to involve secondary education members in events
- Contribute at officer meetings in regard to secondary education views
- Communicate with secondary education members regarding opportunities, concerns, and how to better represent their interests
- Help the Banner Committee in preparations for the spring RA
- Attend all officer meetings with an updated report on duties
- Attend all general meetings

Polar Express/Read Across America Co-Chairs (2):
- Coordinate Polar Express event to take place in December and Read Across America event in March–elementary and/or secondary
- Communicate with local schools and volunteers regarding the appropriate event
- Make sure historian attends to photograph event, or establish other means to get photographs from event
- Plan book read, activity, and snack for each event
- Purchase necessary supplies (reimbursement will come from treasurer)
- Organize schedule of events and volunteers for each event time
- Schedule and carry out preparation meeting with volunteers before the event if necessary
- Oversee all event times, or designate another officer if times coincide
- Send thank-you notes to schools as well as a general thank-you message to volunteers
- Sign volunteer verification slips
- Attend all officer meetings with an updated report on duties
- Attend all general meetings

Underclassmen Representative:
- Seek opportunities to involve underclassmen members in events
- Contribute at officer meetings in regard to underclassmen views
- Communicate with underclassmen members about opportunities, concerns, and how to better represent their interests
- Help the Banner Committee in preparation for the spring RA
- Attend all officer meetings with an updated report on duties
- Attend all general meetings

Note: One person may hold more than one officer position if necessary. Duties are not exhaustive, yet flexible.

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**KSU KNEA-SP Officer Descriptions**

**Community Service/Fundraising Chair:**
- Organize at least one community service event per semester; such as clothes and food drives, community cleanups, after school tutoring, etc.
- Contact representatives of organizations that may need volunteers for community service events.
- Organize at least one fundraising activity per semester
- Recruit volunteers to help out with the events
- Create a volunteer schedule
- Communicate with volunteers
- Sign volunteer verification slips
- Attend all officer meetings with an updated report on duties
- Attend all general meetings

**Banner Committee Chair:**
- Assisted by the Underclassmen Representative and Secondary Education Representative
- Organize the creation of the KSU KNEA-SP banner for the annual KNEA-SP Spring RA
- Become clear with rules and guidelines for banner completion
- Brainstorm at least three banner ideas to be voted on by the officer board
- Gather needed materials for the banner (reimbursement will come from treasurer)
- Bring materials to designated meeting to construct the banner

**Political Action Committee Chair:**
- Assisted by the Underclassmen Representative and Secondary Education Representative
- Agitate, Educate, and Advocate for Public Education
- Contact U.S. and Kansas Representatives on behalf of K-State KNEA-SP
- Plan a voter registration drive
- Subscribe to Under the Dome
- Share political news at general meetings
- Write political news articles for the newsletter
- Attend all officer meetings with an updated report on duties
- Attend all general meetings

Updated January 29, 2016